



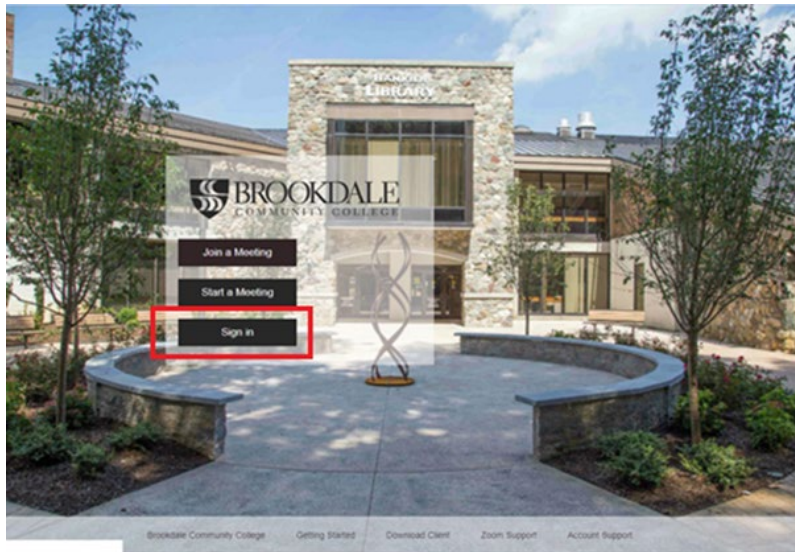
# TLC Tips:

## How to Use Zoom in Canvas

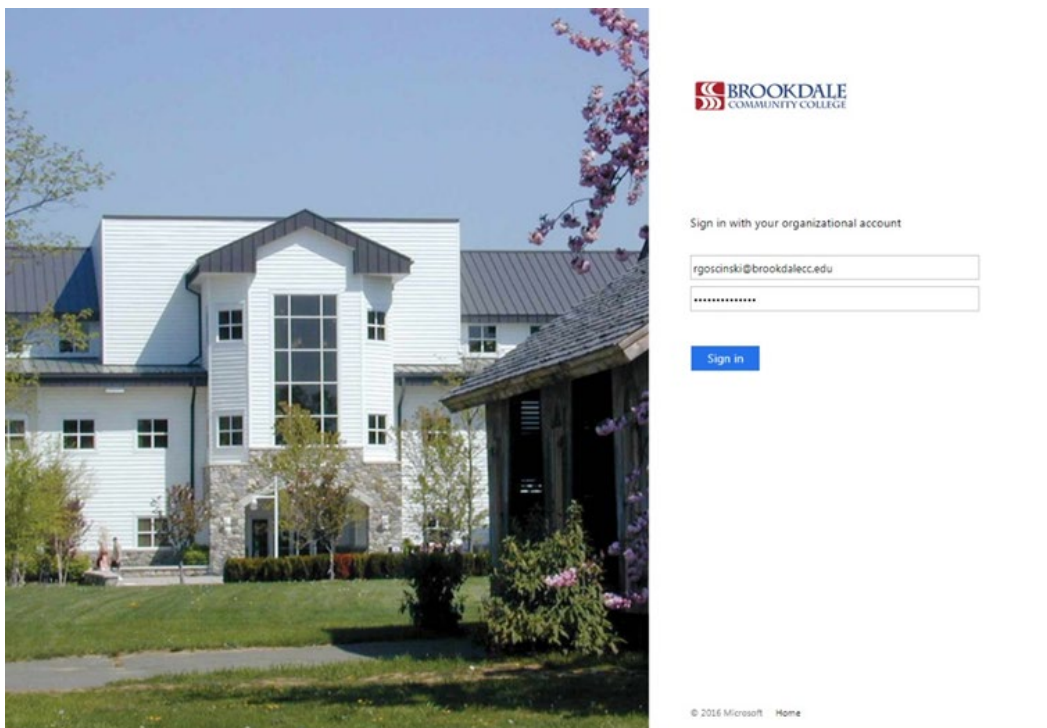
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To use Zoom in Canvas, you must first:

1. Navigate to [brookdalecc.zoom.us](http://brookdalecc.zoom.us).
2. Click the “Sign in” button.



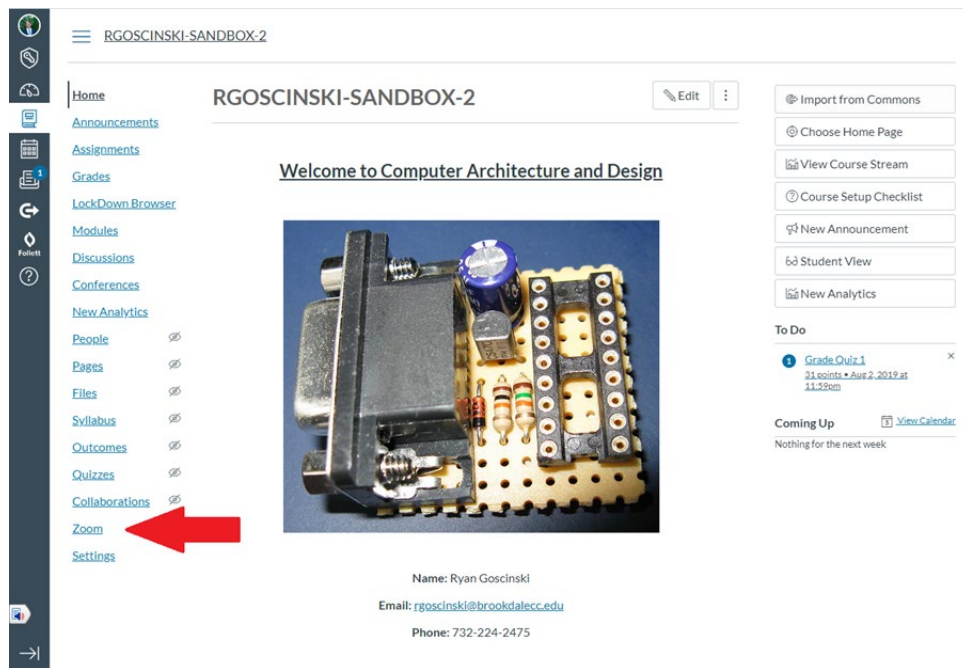
3. Enter your Brookdale credentials and click “Sign in”.



Once you have signed in, you should now be able to use Zoom in your Canvas courses without issue.

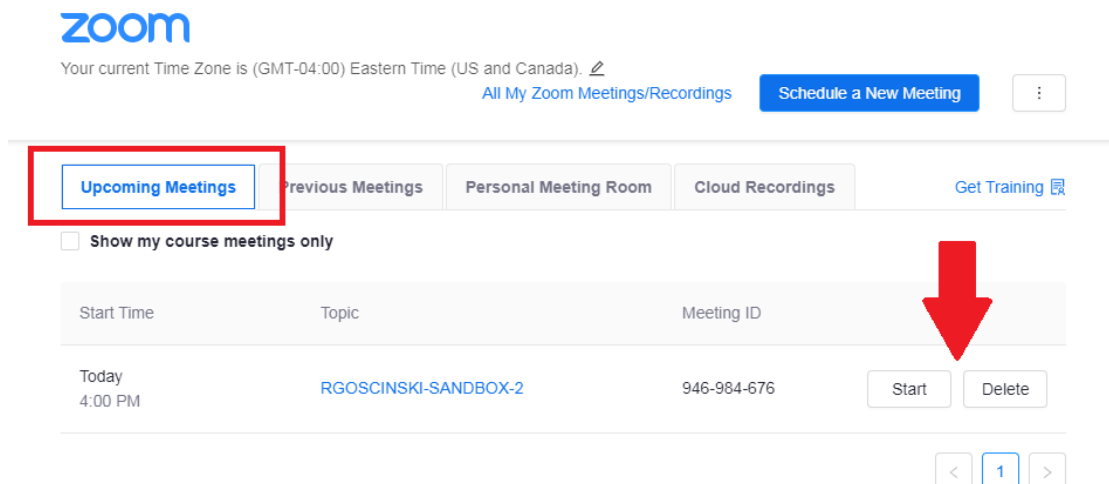
To access Zoom in Canvas:

1. Login to Canvas.
2. Navigate to the desired course.
3. Click on **“Zoom”** in the course navigation.



### Main Zoom screen

Once you click on Zoom in your Canvas course, you will see the main Zoom screen. **“Upcoming Meetings”** shows any meetings you have scheduled that are coming up. You can start or delete the meeting by clicking **“Start”** or **“Delete”** respectively.



You can see your previous meetings by clicking on the “Previous Meeting” tab.

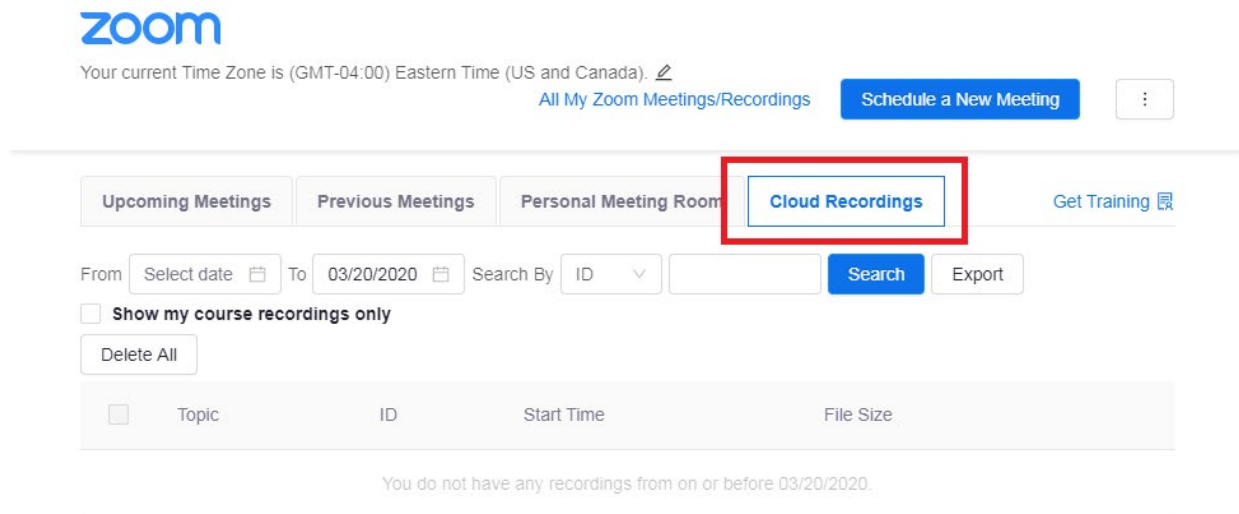
The screenshot shows the Zoom web interface. At the top left is the Zoom logo. Below it, the text reads "Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada)." followed by a link "All My Zoom Meetings/Recordings" and a blue button "Schedule a New Meeting". To the right is a menu icon. Below this is a navigation bar with four tabs: "Upcoming Meetings", "Previous Meetings" (highlighted with a red box), "Personal Meeting Room", and "Cloud Recordings". To the right of these tabs is a link "Get Training". Below the navigation bar is a checkbox "Show my course meetings only". Underneath is a table with columns "Start Time", "Topic", and "Meeting ID". The table contains one row: "Today 12:00 PM", "RGOSCINSKI-SANDBOX-2", and "645-724-252". To the right of the "Meeting ID" is a "Report" link and a "Delete" button. At the bottom right of the table is a pagination control showing "< 1 >".

The “Personal Meeting Room” tab will allow you to start a meeting in your personal meeting room.

Your personal meeting room will always have the same meeting ID and invitation URL. You can start a meeting by clicking on the “Start this Meeting” button, or edit your meeting settings by clicking on the “Edit this Meeting” button.

The screenshot shows the Zoom "Personal Meeting Room" settings page. At the top, there are navigation tabs: "Upcoming Meetings", "Previous Meetings", "Personal Meeting Room" (selected), "Cloud Recordings", and "Get Training". Below the tabs, the "Topic" is "Ryan Goscinski's Personal Meeting Room". Under "Time", there are three buttons: "Add to Google Calendar", "Add to Outlook Calendar (.ics)", and "Add to Yahoo Calendar". The "Meeting ID" is "354-036-0533" and is highlighted with a red box. Below it, the "Join URL" is "https://brookdalecc.zoom.us/j/3540360533" and is also highlighted with a red box. To the right of the URL is a "Copy the invitation" button. Under "Video", there are two rows: "Host" with "on" and "Participant" with "on". Under "Audio", it says "Telephone and Computer Audio". Under "Meeting Options", there are several checkboxes: "Require meeting password" (unchecked), "Enable join before host" (checked), "Mute participants upon entry" (unchecked), "Enable waiting room" (unchecked), and "Record the meeting automatically" (unchecked). At the bottom, there are two buttons: "Edit this Meeting" and "Start this Meeting". A large red arrow points down to the "Start this Meeting" button.

You can see any of the meetings that you recorded to the cloud by clicking on the “**Cloud Recordings**” tab.



zoom

Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada). [All My Zoom Meetings/Recordings](#) [Schedule a New Meeting](#)

[Upcoming Meetings](#) [Previous Meetings](#) [Personal Meeting Room](#) **[Cloud Recordings](#)** [Get Training](#)

From  To  Search By  [Search](#) [Export](#)

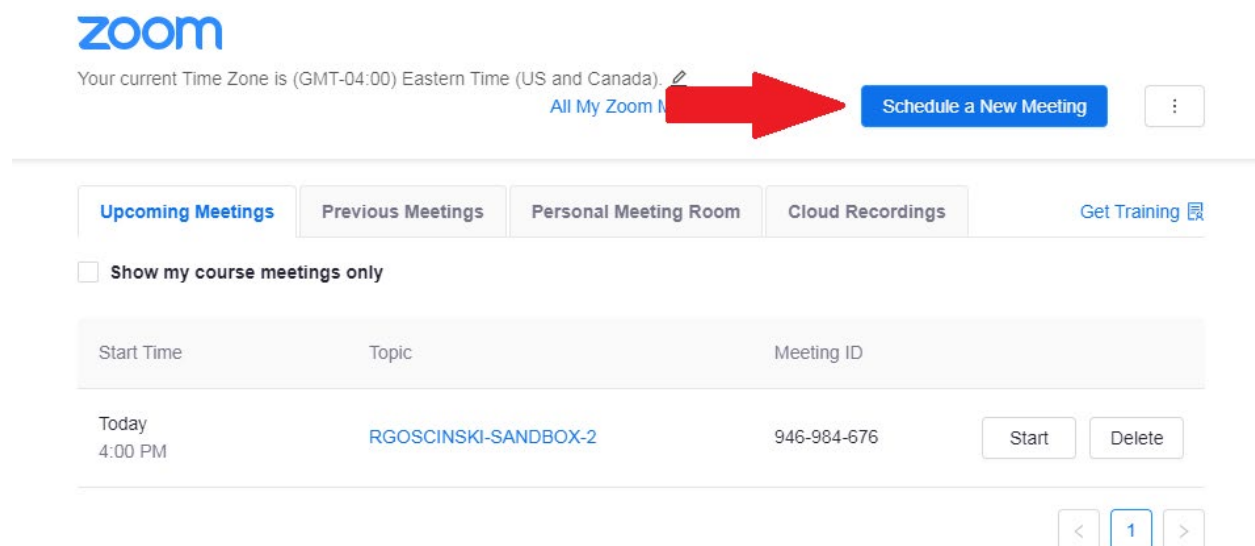
Show my course recordings only

[Delete All](#)

<input type="checkbox"/>	Topic	ID	Start Time	File Size
You do not have any recordings from on or before 03/20/2020.				

## Schedule a Meeting

From the main Zoom screen, you can schedule a meeting for the future by clicking on the “**Schedule a New Meeting**” button.



zoom

Your current Time Zone is (GMT-04:00) Eastern Time (US and Canada). [All My Zoom Meetings](#) [Schedule a New Meeting](#)

[Upcoming Meetings](#) [Previous Meetings](#) [Personal Meeting Room](#) [Cloud Recordings](#) [Get Training](#)

Show my course meetings only

Start Time	Topic	Meeting ID		
Today 4:00 PM	<a href="#">RGOSCINSKI-SANDBOX-2</a>	946-984-676	<a href="#">Start</a>	<a href="#">Delete</a>

< 1 >

You will be prompted with a window where you can enter your meeting settings, and save the meeting for the future.

Here you can enter details such as a title and description, as well as scheduling information. If you would like this meeting to be recurring, check the **“Recurring Meeting”** checkbox.

[Course Meetings](#) > Schedule a Meeting

Topic

Description (Optional)

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When

Duration  hr  min

Time Zone

Recurring meeting

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Registration  Required

Further down, you can set audio and video settings, as well as some advanced meeting options. Click on the **“Save”** button to schedule the meeting.

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Video Host  on  off  
Participant  on  off

Audio  Telephone  Computer Audio  Both

Meeting Options  Require meeting password  
 Enable join before host  
 Mute participants upon entry   
 Use Personal Meeting ID 3540360533  
 Enable waiting room  
 Record the meeting automatically

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Alternative Hosts




When you schedule a meeting in Canvas, Student's will be **notified**, and it will be added to **student calendars** and the **student to-do**

You can delete, edit, or start your meeting from the next screen, but you will also be able to do all of that from the main Zoom screen.


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Video	Host	off
	Participant	off

Audio	Telephone and Computer Audio
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Meeting Options	<input type="checkbox"/> Require meeting password
	<input checked="" type="checkbox"/> Enable join before host
	<input type="checkbox"/> Mute participants upon entry 
	<input type="checkbox"/> Use Personal Meeting ID 3540360533
	<input checked="" type="checkbox"/> Enable waiting room
	<input type="checkbox"/> Record the meeting automatically

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 Delete this Meeting

 Edit this Meeting

Start this Meeting

For more detailed information regarding meeting settings, and how to run a Zoom meeting, see the documentation titled "**How to Use Zoom for Meetings and Conferences**".

Zoom support links:

<https://support.zoom.us/hc/en-us>

<https://zoom.us/contact>